

PROGRAM PROPOSAL WORKFLOW TIMELINE

FROM PROPOSAL SUBMISSION TO FINAL PROCESSING

	STEP	WHAT HAPPENS	ESTIMATED TIMELINE	KEY NOTES/ POTENTIAL DELAYS
1	 PROPOSAL SUBMISSION (CIM)	Proposal submitted in CIM and begins workflow review. • Small changes - 1-4 weeks • Significant changes - 3-5 weeks New Programs - ~4-8 weeks processing time • First complete program pitch with Academic Affairs • Includes additional workflow steps, such as Financial Aid and Library Assessment	 ~1 - 8 WEEKS* *SMALL 1-2 weeks *SIGNIFICANT 3-5 weeks *NEW 4-8 weeks	POTENTIAL DELAYS  • Waiting On Course Changes ◦ Credit hour changes ◦ Changes in semester offered ◦ Course listed in wrong semester ◦ Prereq planned in same semester • Missing justifications & discussions • Not listing ALL changes  NEW PROGRAMS have more workflow steps & will take longer
2	 EXECUTIVE COMMITTEE REVIEW	Executive Committee meets monthly, typically ~2 weeks before the Full Committee meeting, to review proposals and identify questions or concerns. If follow-up is needed: • Committee chair contacts proposer and committee representative • Delays in response can prevent proposal from moving forward & adds up to 4 weeks of a delay.	 Up to 4 WEEKS DELAY (if needed)	 POTENTIAL DELAYS If the proposer does not respond before the meeting, the proposal will be delayed until the following month's meeting. Review will not begin until all related course proposals are in the Exec queue; proposals will be held if any required proposals are missing.
3	 FULL COMMITTEE REVIEW & VOTE	Full Committee reviews and votes on the proposal. If approved: • Meeting minutes are created and distributed to committee reps & department heads. • About 1 week review period	 ~ 1 WEEK (review period)	POTENTIAL DELAY  If issues arise, proposal may be returned for revisions and could be delayed.
4	 FACULTY SENATE REVIEW	Minutes are sent to Faculty Senate for approval. Faculty Senate meets twice monthly from September-May, except: • December & May: One meeting • March: One or two meetings, depending on Spring Break • January: No meetings	 VARIABLE Based on Faculty Senate meeting schedule	 IMPORTANT DEADLINE Minutes must be submitted in advance of the Executive Faculty Senate meeting.  OUTCOME Proposal is formally approved by Faculty Senate
5	 BOARD OF TRUSTEES APPROVAL	Required after Faculty Senate approval. Board of Trustees meets on curriculum typically in: • January - for proposals approved Aug - Dec • May - for proposals approved Jan - May  Timing depends on when Faculty Senate approval occurs	 VARIABLE Based on Board meeting schedule	 KEY NOTE Proposals move forward at the next available Board meeting based on approval date. BOTH Board of Trustees & Accreditation approvals are required BEFORE processing 
6	 ACCREDITATION REVIEW	Vice President of Accreditation will determine if any additional approvals are needed. Questions about status reach out to Mary Jo Stanley. Examples: • CDHE - state approval • HLC - regional accreditation • Accrediting bodies - e.g. FFA, CODA, etc.	 2 weeks to 2+ months if required	 KEY NOTE Additional approvals can take 2 weeks up to 2+ months
7	 PROGRAM PROCESSING (CIM → DEGREE WORKS)	Programs finish up workflow from CIM to Degree Works. • Current Program Modifications - 2 weeks to 1 month processing time • NEW Programs - 1 to 2 months processing time  Proposals are typically processed by Curriculum Committee approval date, with earlier approvals prioritized.	CURRENT PROGRAMS 2 WEEKS TO 1 MONTH  NEW PROGRAMS 1 TO 2 MONTHS	 POTENTIAL DELAYS Degree Works Upgrades (Feb & June): Curriculum processing pauses for 2-3 weeks. Peak Review Period (Nov-Mar): Allow for additional processing time due to increased curriculum volume.



ESTIMATED TOTAL TIMELINE
EXCLUDES TIME WAITING FOR BOT APPROVAL



EXISTING PROGRAM PROPOSALS
~ 4-8 WEEKS



NEW PROGRAM PROPOSALS
~ 2-4 MONTHS

Additional/External Approvals
potentially several months longer

Timeline estimates are approximate & can vary based on complexity & response times, meeting schedules, & times of the academic year.

CIM = Course Inventory Management